



Land Use Authority

76 North Main Street

Kanab, Utah 84741

Phone (435) 644-4966

planning@kane.utah.gov

Procedures for a Lot Line Adjustment

The following requirements shall be met in order to secure a Lot Line Adjustment from the Kane County Planning Commission.

1. Applicant must be the title owner of said property or have Power of Attorney to act on behalf of the owner. *It is highly recommended that the applicant or their authorized agent be present at the Land Use meeting that the Lot Line Adjustment is an agenda item. Electronic appearance is acceptable if prior arrangements are made.
2. Fee: \$700 (includes mailer to surrounding property owners) for plat review. (Adhesive) address labels for the notification letter for property owners within 500 ft. of proposed Lot Line Adjustment must be typed and ready to place on envelopes (the letter will be prepared by Land Use Authority). Should engineer review time exceed six (6) hours, additional hours will be billed at current rate and are due and payable prior to document filing.
3. Submit in writing the reason a Lot Line Adjustment is requested.
4. Provide the legal description of the lots to be changed.
 - a. Auto CAD.DWG file or GIS SHPE file, submitted by surveyor;
 - b. File to contain all parcel lines and reference monuments;
 - c. Data file to be GEO referenced to Utah State Plane South Grid Coordinate System or ground Coordinate System including ground scale factor. (Kane County Land Use Ordinance page 21-21, 3).
4. Submit a lot line amendment plat (see attached)
5. Provide statement from Treasurer's Office showing taxes are current.
7. Lien holder statement
8. Title Report and Deeds must be provided.

Application must be submitted to the Land Use Administrator no less than 21 days prior to the monthly Land Use meeting held on the second Wednesday of every month.



Date Received:	_____
Check Number:	_____
Received By:	_____

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Application for Lot Line Adjustment

Property Owner's Name: _____

Date: _____ Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

Applicant: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ E-Mail: _____

Location and Legal Description

Reason for Lot Line Adjustment Request:

I (We) certify that the proposed plat will conform to the Kane County Subdivision Ordinance and that no changes will be made without prior approval.

Signature of Owner: _____

LOT LINE ADJUSTMENT PLAT REQUIREMENTS

1. Boundary bearing and distances data outside boundary
2. Lot numbers.
3. Curve data: radius, angle, tangent, length
4. All streets to be named
5. Bearing and distances of all streets
6. Adjacent streets shown and dimensioned
7. Adjacent fences shown
8. All easements to be labeled and dimensioned. All easements to be abandoned.
9. All land with boundaries to be accounted for
10. All dimensions to be to 0.01' and 0'000'00
11. Name of subdivision
12. North arrow
13. Basis of bearing
14. Name and address of owners of record
15. Total acreage of new lot
16. Legal description of new lot
17. Township, range, section and quarter section
18. Graphic scale
19. Required monuments
20. County Surveyor's signature block
21. County Attorney's signature block
22. Land Use Authority's signature block
23. Signature(s) of owner(s) (notarized) block
24. County Recorder's recording block
25. Lender's signature block (or "Consent to Plat" form)
26. Surveyor's Certificate
27. Electronic Copy of Plat (PDF)

*Please submit (2) 24" by 36", plat maps and (13) 11"by 17" plat maps along with your application.

Lien Holder Statement

Property Owner's Name: _____

Date: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell or other Phone: _____

Location and Legal Description of Subdivision Plat:

The above described lots are owned by the above; free and clear.

Signature of Owner / Trustee

Signature of Owner / Trustee

Or:

The above described lots are encumbered by a Lien / Mortgage.

Lien Holder information: _____

Name of Person / Bank: _____

Address: _____

Signature of Owner / Trustee

Signature of Owner / Trustee

LENDER'S CONSENT AND DEDICATION

_____, hereby consents to the recordation of the subdivision plat of _____.

Parcel ID: _____

The property described on said subdivision plat of _____ & affected by this Consent to record & Dedication is situated in Kane County, Utah, described as follows:

IN WITNESS I/we have hereunto set my/our hand(s) this _____ day of _____ 20____.

LENDER'S ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, PERSONALLY APPEARED BEFORE ME.

_____,
THE SIGNER(S) OF THE WITHIN INSTRUMENT, WHO DULY ACKNOWLEDGE TO ME THAT he/she is the (President/V.P. Manager etc..) of _____, the corporation that executed the above instrument & was signed in behalf of said corporation by authority of its by-laws, and said _____ acknowledged to me that said corporation executed the same.

Notary Public

My Commission Expires: _____ Notary Public residing at: _____